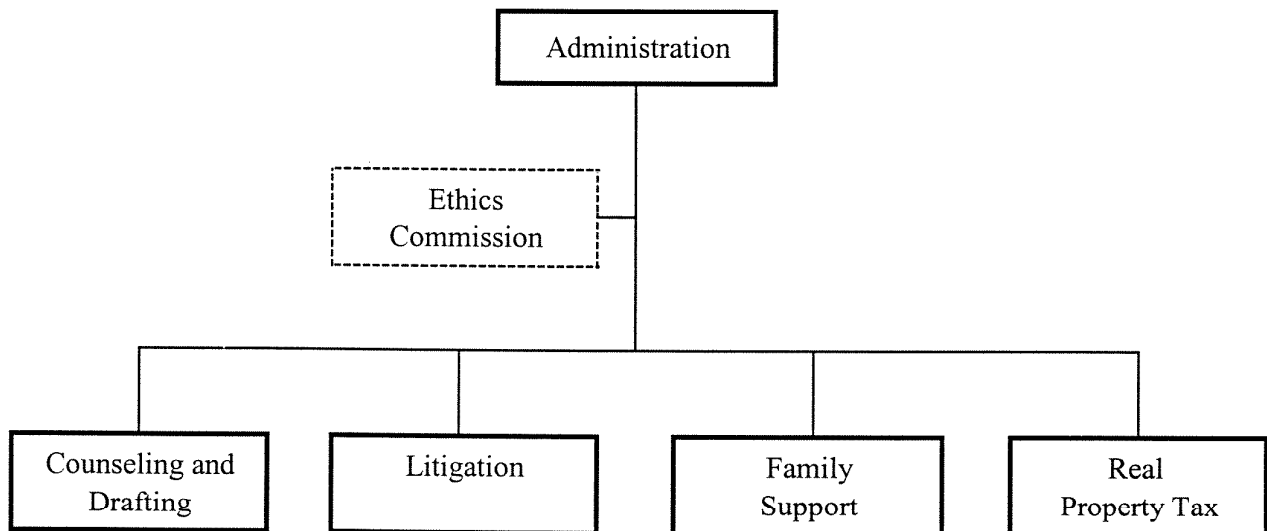


Department of Corporation Counsel

**DEPARTMENT OF THE CORPORATION COUNSEL
(COR)
ORGANIZATION CHART**



DEPARTMENT OF THE CORPORATION COUNSEL (COR)

RESPONSIBILITIES

The Corporation Counsel serves as the chief legal advisor and legal representative of all agencies, the City Council, and all officers and employees in matters relating to their official powers and duties. The Department represents the City in all legal proceedings and performs all other legal services.

MISSION STATEMENT

To provide quality and efficient legal services and representation to the agencies, administration and City Council of the City and County of Honolulu as mandated by Charter or law.

GOALS AND OBJECTIVES

1. Work proactively with departments to reduce claims that arise in day-to-day operations.
2. Maximize the intake of real property tax revenues by vigorous defense of assessments and expeditious resolution of tax appeals.
3. Increase overall efficiency of the legal staff.
4. Conduct preventative lawyering.

BUDGET INITIATIVES AND HIGHLIGHTS

The department's proposed budget for fiscal year 2003 is \$8,099,379, which reflects a 21.7 percent increase over the current fiscal year, and will enable the department to:

1. Support City departments in their effort to consolidate collection procedures.
2. Emphasize professional development and training for the Deputy Corporation positions.
3. Coordinate with the Risk Manager to obtain insurance coverage information and evaluate coverage disputes.
4. Develop and implement new caselogging and timekeeping systems to track, sort, and monitor cases, and work conducted thereon.
5. Continue work on the development of a form bank of standardized forms and procedural guidelines for use by all deputies and staff to streamline handling of matters and cases.
6. Institute a case management system wherein checklists are developed to track deadlines, progress and valuation of each case or matter.
7. Continue to assist the Department of Design and Construction and the Department of Budget and Fiscal Services in standardizing contract forms and review procedures to help streamline the procurement process.
8. Continue to monitor developments and participate in matters at the Commission on Water Resource Management (and in the courts, as necessary) to ensure that water management decisions are consistent with the City's plans and development initiatives, and the public trust doctrine.
9. Continue to monitor the legal requirements relating to the City's plans to improve accessibility of the City to individuals with disabilities.

DEPARTMENT OF THE CORPORATION COUNSEL

Continued...

10. Enforce the liquor laws and prosecute violations in a more timely and consistent manner, thereby reducing the number of successful appeals by licensees.

PERFORMANCE MEASURES

DESCRIPTION	UNIT	ACTUAL	ESTIMATED	
		FY 2001	FY 2002	FY 2003
Average Response Time for Requests for Legal Assistance/Written Opinions	WEEKS	5	4.5	3
Average Turnaround Time to Process Claims of Less Than \$500 Made Against the City	WEEKS	4	3	3
Backlog of Cases and Assignments	#	6,712	6,500	6,200

DEPARTMENT OF THE CORPORATION COUNSEL

DEPARTMENT POSITIONS

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	87.00	87.00	87.00	0.50	87.50
Temporary Positions	2.50	2.50	2.50	0.00	2.50
Contract Positions	0.00	0.00	0.00	0.00	0.00
TOTAL	89.50	89.50	89.50	0.50	90.00

EXPENDITURES BY APPROPRIATION UNIT

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Legal Services	\$ 5,249,478	\$ 5,678,407	\$ 7,118,515	\$ 10,974	\$ 7,129,489
Family Support	708,176	834,315	801,629	0	801,629
Ethics Commission	119,557	142,031	168,261	0	168,261
TOTAL	\$ 6,077,211	\$ 6,654,753	\$ 8,088,405	\$ 10,974	\$ 8,099,379

CHARACTER OF EXPENDITURES

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 3,681,565	\$ 4,248,238	\$ 4,383,280	\$ 10,974	\$ 4,394,254
Current Expenses	2,380,304	2,406,515	3,705,125	0	3,705,125
Equipment	15,342	0	0	0	0
TOTAL	\$ 6,077,211	\$ 6,654,753	\$ 8,088,405	\$ 10,974	\$ 8,099,379

SOURCE OF FUNDS

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 5,643,467	\$ 6,137,967	\$ 7,632,053	\$ 10,974	\$ 7,643,027
Sewer Fund	393,508	461,954	400,757	0	400,757
Liquor Commission Fund	40,236	53,457	55,595	0	55,595
Special Events Fund	0	1,375	0	0	0
TOTAL	\$ 6,077,211	\$ 6,654,753	\$ 8,088,405	\$ 10,974	\$ 8,099,379

DEPARTMENT OF THE CORPORATION COUNSEL Legal Services Program

Program Description

This activity includes counseling and drafting, litigation and real property tax support.

COUNSELING AND DRAFTING

The Counseling and Drafting Division provides drafting services which include: ordinances and resolutions, state legislation, and legal documents as well as the rendering of oral and written legal opinions to the Mayor, City Council and all City departments. Counseling and Drafting deputies attend all City Council and Committee meetings, City Department meetings, and the meetings of City Boards and Commissions and represent the City before all courts and tribunals of the state in matters not related to personal injury and property damage.

LITIGATION

The Litigation Division represents the City and County of Honolulu before all of the Courts in the State of Hawaii; processes and litigates personal injury and property damage claims by or against the City; and seeks collections for monies owed to the City for various services rendered by the City.

REAL PROPERTY TAX

The Real Property Tax Division was created in 1995 to maximize intake of real property assessment revenues to the City and County of Honolulu expeditiously; to assume management of cases; and to vigorously defend the City against real property tax appeals brought before the Tax Appeal Court. This division also provides legal advice and support to the Real Property Assessment Division, Department of Budget and Fiscal Services.

Program Highlights

The Legal Services Program budget is \$7,129,489, which reflects an increase of 25.6 percent over the current year.

Current services provide increased salary funding for negotiated salary increases for unionized positions and merit pay increases for Deputy Corporation Counsels. The increase in current expenses is primarily due to increased funding for legal consultant services.

Budget issues provide funding to convert an existing part-time Clerk position to full-time to provide increased administrative support services.

DEPARTMENT OF THE CORPORATION COUNSEL
Legal Services Program
Continued..

Program Positions

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	69.50	69.50	69.50	0.50	70.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	0.00	0.00	0.00	0.00	0.00
TOTAL	69.50	69.50	69.50	0.50	70.00

Character of Expenditures

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 3,071,355	\$ 3,519,837	\$ 3,666,946	\$ 10,974	\$ 3,677,920
Current Expenses	2,162,985	2,158,570	3,451,569	0	3,451,569
Equipment	15,138	0	0	0	0
TOTAL	\$ 5,249,478	\$ 5,678,407	\$ 7,118,515	\$ 10,974	\$ 7,129,489

Source of Funds

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 4,815,734	\$ 5,164,371	\$ 6,662,163	\$ 10,974	\$ 6,673,137
Sewer Fund	393,508	460,579	400,757	0	400,757
Liquor Commission Fund	40,236	53,457	55,595	0	55,595
TOTAL	\$ 5,249,478	\$ 5,678,407	\$ 7,118,515	\$ 10,974	\$ 7,129,489

DEPARTMENT OF THE CORPORATION COUNSEL
Family Support Program

Program Description

The Family Support Division provides legal representation for the Child Support Enforcement Agency of the State of Hawaii in several types of Family Court proceedings in the City and County of Honolulu. The Division establishes paternity, secures child support, medical support and provides enforcement in complex Family Court cases. The Division also handles intra-county and interstate paternity actions. The Division provides these services pursuant to a cooperative agreement between the Corporation Counsel, City and County of Honolulu, and the Child Support Enforcement Agency, State of Hawaii, and in compliance with Title IV-D of the Social Security Act.

Program Highlights

The Family Support Program budget of \$801,629 reflects a decrease of 3.9 percent from the current fiscal year, primarily due to decreased funding for vacant positions.

Program Positions

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	15.50	15.50	15.50	0.00	15.50
Temporary Positions	2.50	2.50	2.50	0.00	2.50
Contract Positions	0.00	0.00	0.00	0.00	0.00
TOTAL	18.00	18.00	18.00	0.00	18.00

Character of Expenditures

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 516,312	\$ 630,035	\$ 610,269	\$ 0	\$ 610,269
Current Expenses	191,699	204,280	191,360	0	191,360
Equipment	165	0	0	0	0
TOTAL	\$ 708,176	\$ 834,315	\$ 801,629	\$ 0	\$ 801,629

DEPARTMENT OF THE CORPORATION COUNSEL
Family Support Program

Source of Funds

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 708,176	\$ 834,315	\$ 801,629	\$ 0	\$ 801,629
TOTAL	\$ 708,176	\$ 834,315	\$ 801,629	\$ 0	\$ 801,629

DEPARTMENT OF THE CORPORATION COUNSEL
Ethics Commission Program

Program Description

This activity renders advisory opinions regarding standards of conduct and ethical behavior; reviews and maintains financial disclosure forms and disclosure of outside interest forms; and develops and implements educational programs and guidelines about the standards of conduct and disclosure forms.

Output Measures

DESCRIPTION	UNIT	ACTUAL	ESTIMATED	
		FY 2001	FY 2002	FY 2003
Advisory Opinions, Disclosure Forms, Disclosure of Outside Interest Forms, Telephone Opinions, Correspondence and Miscellaneous	REQUESTS	3,549	3,685	1,865

Program Positions

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	2.00	2.00	2.00	0.00	2.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	0.00	0.00	0.00	0.00	0.00
TOTAL	2.00	2.00	2.00	0.00	2.00

Character of Expenditures

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 93,898	\$ 98,366	\$ 106,065	\$ 0	\$ 106,065
Current Expenses	25,620	43,665	62,196	0	62,196
Equipment	39	0	0	0	0
TOTAL	\$ 119,557	\$ 142,031	\$ 168,261	\$ 0	\$ 168,261

DEPARTMENT OF THE CORPORATION COUNSEL
Ethics Commission Program

Source of Funds

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 119,557	\$ 139,281	\$ 168,261	\$ 0	\$ 168,261
Sewer Fund	0	1,375	0	0	0
Special Events Fund	0	1,375	0	0	0
TOTAL	\$ 119,557	\$ 142,031	\$ 168,261	\$ 0	\$ 168,261

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